

**Town of East Haven, CT**  
**East Haven Counseling & Community Services Commission**  
**Minutes**  
**June 25, 2013 – 7:00 p.m.**  
**595 Thompson Avenue, East Haven, CT 06512**

Meeting was called to order at 7:00 p.m. by Chairman Mr. Matt Abbott

**1. Roll Call.**

C.C.S. Chairman, Mr. Matt Abbott, Mr. Juan Montalvo, Ms. Marianne Cesare, Ms. Sandra Enders, and Mrs. Samantha Batson - All Present. Also in attendance was Ms. Beth Trotta, LCSW, BH Care Director.

**2. To consider and approve minutes from June 25, 2013 meeting.**

Chairman Mr. Matt Abbott makes a motion to accept the minutes. Ms. Sandra Enders accepts the motion and Ms. Marianne Cesar seconds – Mr. Juan Montalvo makes a motion to amend the June 25, 2013 minutes as his name appears twice in the roll call. Ms. Marianne Cesare seconds. All in Favor. Motion Carries.

**3. Ms. Beth Trotta, Program Manager to update commission on current clinic situation.**

Ms. Beth Trotta makes the announcement that they currently have a **ZERO** waiting list. Report overview for the month of May 2013. As of May 29, 2013 we have orientation groups every week. This means any client calling for services, if eligible, is offered an orientation appointment the following Wednesday and at the end of the orientation is offered an intake appointment within 2 weeks from the orientation group. Ms. Trotta states an update to Mr. Montalvo regarding the questions of charging clients a no show fee. Medicare does allow clients to be charged a no show fee, however none of the other insurance companies allow it. If we could not do it for all it could be a problem however I am still checking on some things and looking into the matter. Mr. Montalvo asks when these insurance contracts come up can we address the late fee issue with the ones that do not allow it and see what can be negotiated? Ms. Trotta states she does not see why not. Ms. Trotta wanted to let the board know

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that the Department of Public Health license is up for renewal in October, and to be prepared that they will come to do a site review. Ms. Trotta states that the following report is the Commission report for May 2013:

- Calls Requesting Services/Telephone Intake: 31
- Clients Referred Out: 8
- Not Eligible for Services : 0
- No Response to Call Back – 5
- Clients Referred Out/Not Eligible for Services/No Response to Call Back – 14
- No Show for Orientation – 10
- No Show for Intake – 8
- Clients Who did not show for Orientation or Intake Appointment: 18
- Admissions: 9
- Discharges: 10
- Current Active Case Load: 190

**4. Commission Comments.**

Ms. Trotta states that she has asked the Clinicians to keep track of the hours for the services provided to the Department of Education regarding PPT's and 501's. I feel that by doing this we can show everyone how much time we are giving back, and this may hopefully be beneficial to us with next year's budget presentation regarding budget vs. income and in that this being a town service and proving its value with creative outreach.

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Mr. Matt Abbott wanted to take a moment and welcome Ms. Samantha Batson to the commission. Ms. Samantha Batson states she is employed as a program manager with Connection Inc. in New Haven and that she works with DCF referrals and is looking forward to serving on this commission.

Ms. Beth Trotta states that she will need everyone to sign off on the Policy and Procedure Manual. If you would like to view the manual you are welcome to anytime. I have made a lot of changes to the manual.

Mr. Juan Montalvo asks when the BH Care contract is up for renewal. Ms. Trotta states that she believes its June 30<sup>th</sup> of this year. She has not heard anything as of yet.

Mr. Matt Abbott wanted to remind everyone that our next meeting will not be until September 24, 2013 as we are on summer reprieve - he wishes everyone a happy and safe summer.

**5. Public Comment.**

None

**6. Discuss and approve any other matters that may come before the commission.**

None

**7. Adjournment.**

Mr. Matt Abbott motions for adjournment at 7:38. Ms. Sandra Enders motions. Mr. Juan Montalvo seconds.

Temple Smith  
East Haven Counseling & Community Services Commission Clerk